

## Grade-Specific Guidelines

### Grade Level Guidelines

**Every** student from End of Primary through last year of high school must have his/her demographic information entered on the KAP Student Count E-Form

[www.ihdi.uky.edu/kap](http://www.ihdi.uky.edu/kap). Each student should be either recorded as submission or non-submission. The following options for submission/non-submission are available:

End of Primary Nonsubmission Year	Code as nonsubmission
Grade 4 Submission Year	<ul style="list-style-type: none"> <li>any student in the district who was 9 or 10 years old but no older than 11 on October 1, 2005</li> <li>a student submitting an Alternate Portfolio can only be coded as Grade 4 submission year</li> </ul>
Grade 4 Nonsubmission Year	<ul style="list-style-type: none"> <li>Code as nonsubmission year</li> <li>the student is still listed as a 4<sup>th</sup> grader but submitted in the previous year</li> </ul>
Grade 5 Nonsubmission Year	Code as nonsubmission year <ul style="list-style-type: none"> <li><b>a student must submit a portfolio once during elementary school</b></li> </ul>
Grade 6 Nonsubmission Year	Code as nonsubmission
Grade 7 Nonsubmission Year	Code as nonsubmission
Grade 8 Submission Year	<ul style="list-style-type: none"> <li>any student who is 13 or 14 years old but no older than 15 on October 1, 2005</li> <li>a student submitting an Alternate Portfolio can only be coded as Grade 8, submission</li> </ul>
Grade 8 Nonsubmission Year	Code as nonsubmission <ul style="list-style-type: none"> <li>the student is still listed as an 8<sup>th</sup> grader but submitted in the previous year</li> <li><b>a student must submit a portfolio once during middle school</b></li> </ul>
Grade 9 Nonsubmission Year	Code as nonsubmission
Grade 10 Nonsubmission Year	Code as nonsubmission
Grade 11 Nonsubmission Year	Code as nonsubmission
Grade 12 Submission Year	<ul style="list-style-type: none"> <li>any student who is 18 years old or in the last anticipated year of school</li> </ul>
Grade 12 Nonsubmission Year	Code as nonsubmission <ul style="list-style-type: none"> <li>the student is still listed as a 12<sup>th</sup> grader but submitted in the previous year</li> <li><b>a student must submit a portfolio once during high school</b></li> </ul>

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For **all** students:

- Verify that the eligibility form for participation in the KY Alternate Portfolio Program is current and on file at the building level
- Verify that the student's IEP states that the student will participate in the KY Alternate Portfolio Program
- Complete the steps for entering student demographic information accountability cycle

### **Timelines at a glance for District Assessment Coordinator and the KY Alternate Portfolio**

- ☐ September 2005: KAP Fall Development Trainings for teachers, attendance is optional, however is strongly encouraged for teachers who are new to development to alternate portfolios.
- ☐ November and December 2005: KAP Area Working Sessions for teachers; these working sessions are optional and not further training. Teachers are to bring working portfolio pieces in order to ask question and further develop instructional tools to aide in the development of the alternate portfolio.
- ☐ **DECEMBER 1, 2005:** District Assessment Coordinators or the district designee can start to enter AP student demographic information.
- ☐ **JANUARY 15:** KAP Medical Exemption requests need to be turned in to the Office of Assessment & Implementation with a photocopy sent to the KAP office.
- ☐ January and February 2006: KAP Area Working Sessions for teachers, same as fall working sessions with more focus on documentation of ongoing instruction.
- ☐ March 2006: **Mandatory KAP Area Scoring Trainings** for those teachers submitting an alternate portfolio for scoring in the 2005 – 2006 accountability cycle.
- ☐ **APRIL 17, 2006:** Alternate portfolios are due in the district; **no student work can be included in the alternate portfolio past this date.**
- ☐ **APRIL 28, 2006:** Last day to enter student demographic information on the KAP web site.
- ☐ May 1, 2006: Print KAP District Student Rosters for district use.
- ☐ May 2005: **Mandatory KAP Area Scoring Institutes** for teachers submitting alternate portfolios for scoring.
- ☐ May 2005: KAP make up scoring session for extenuating circumstances; **Special arrangements made with KAP staff only.**

## The KY Alternate Portfolio Web Site and Student Count E-Form

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### Instructions for Submitting Student Demographic Information on the KAP Student Count E-Form

#### Registration Page

The District Assessment Coordinator or one district designee will be responsible for entering student demographic information on the KAP Student Count E-Form Registration Site, maintaining current KAP student demographics, verifying and printing KAP district rosters according to established timelines.

**District Assessment Coordinators or the district designee will have access to the KAP Student Count E-Form Registration Site to enter student demographic information on or before December 1, 2005 and through April 28, 2006. After April 28, access will be denied to the KAP Student Count E-Form Site. The opening date of the KAP Student E-Form Registration Site for fall 2005 will be announced in a DAC Monday Email.**

Districts needing assistance after this cut off date will need to contact:

Jean Clayton

[jclayto@uky.edu](mailto:jclayto@uky.edu)

859/257-7672 ext. 80250

All fields on the KAP Student Count E-Form are **INFORMATION REQUIRED FIELDS**. If any fields are left blank the program will not allow the information to be submitted.

#### Step 1: Login to KAP Student Count E-Form

- Access the KAP web site [www.ihdi.uky.edu/kap](http://www.ihdi.uky.edu/kap)
- Login
  - First time user, click on **Educator's Home Page Registration**
    - Complete the fields, ensuring that email address is correctly entered
  - Returning user or once registered via the registration page
    - Click on **Login Here**
    - Enter User Name and Password

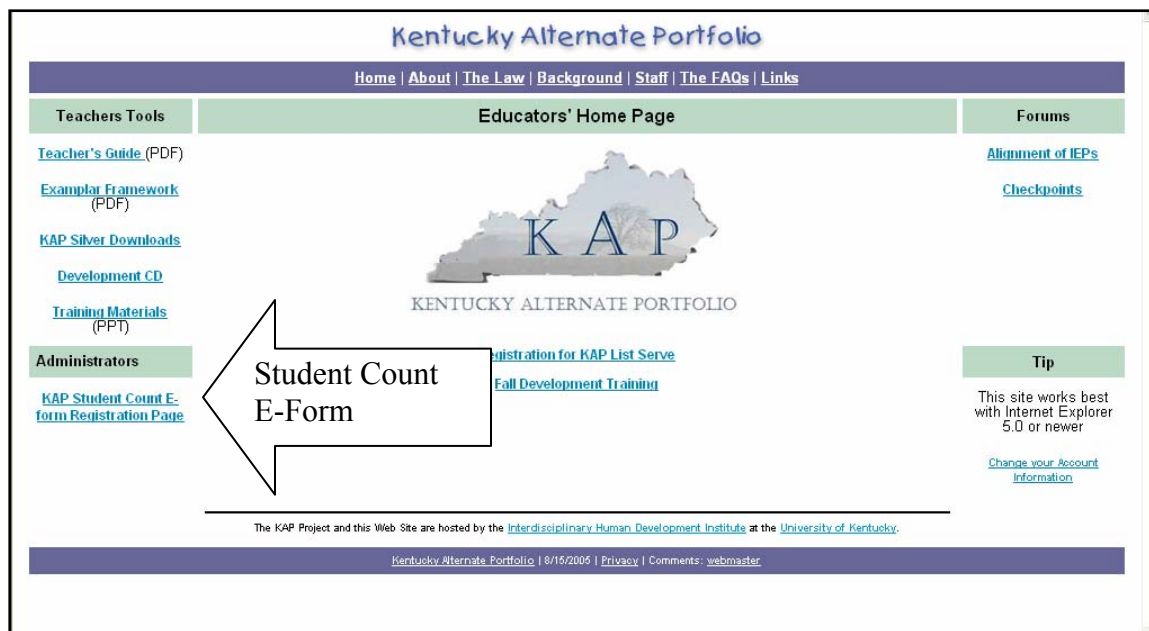
#### Step 2: Registering as an Administrator

- After logging on to the KAP web site, click on **KAP Student Count E-Form Registration Page** located on the left hand side of the screen
- New Users
  - Click on **Register to use the system**
  - Login
  - Select district and enter password
- Returning Users
  - Click on **Login to view, add, or edit records**
  - Select district and enter password

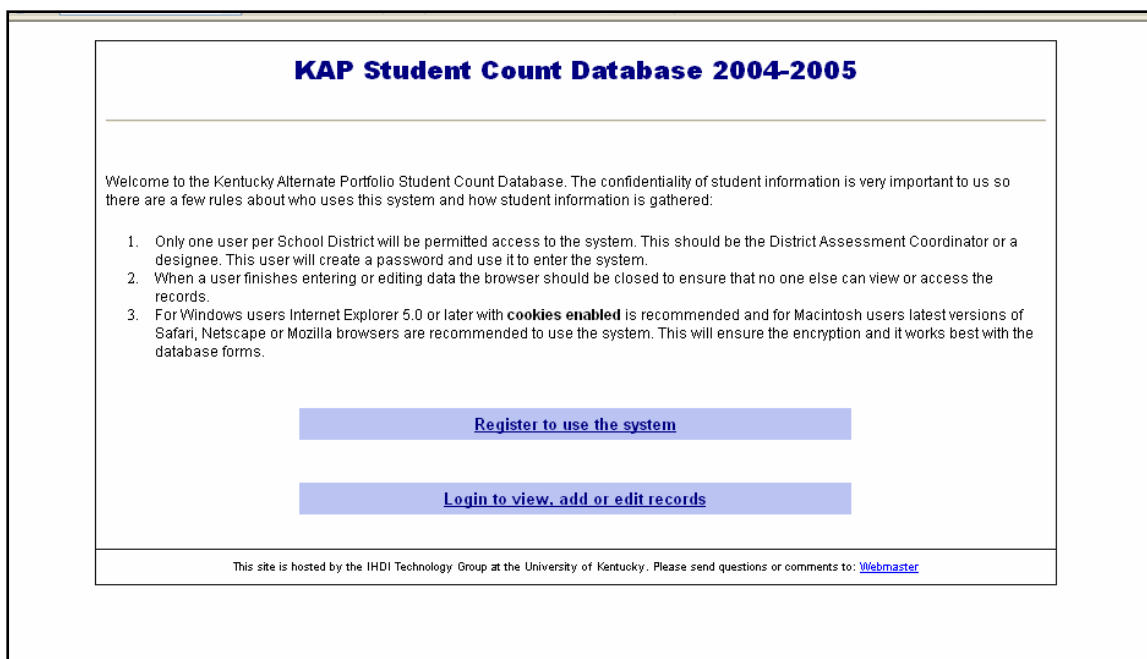
#### Step 3: View, add, update, or edit records

- Update current student grade and submission status
- Update student information (e.g., school, free lunch status, etc.)
- Remove students who are no longer in the district
- Add new students, completing all student information fields

1. Click on *Student Count E-Form Registration Page*.




2. Register as new user and login or if return user simply login.



## 3. Select District and enter password.

**KENTUCKY ALTERNATE PORTFOLIO  
STUDENT COUNT 2004-2005**



**Kentucky Department  
of Education**

WELCOME TO KAP STUDENT COUNT

**KAP Student Count 2004-2005 Status**

As of May 19, 2005 by 6:00pm est all KY Alternate Portfolio student demographic information should be entered on to the KAP Student Count 2004-2005. Please contact Mark D. Hunte with the Student Name, the Student ID #, the data field to be edited or with a reason for a deletion of a full record.

LOGIN INFORMATION

**District Name:** Select District


**Select Password:**

LOGIN

**NEW USERS:** [CLICK HERE TO REGISTER](#)  
**FORGOT PASSWORD:** [CLICK HERE TO GET THE PASSWORD](#)  
**FOR TECHNICAL HELP CONTACT** [SRINIVAS DHARANIPRAGADA](#)

## 4. View, add, update, or edit student information.

**KENTUCKY ALTERNATE PORTFOLIO  
STUDENT COUNT 2004-2005**



**Kentucky Department  
of Education**

**Entered Students for :: TUser (997)**

PLEASE CLICK ON COLUMN NAME TO SORT (ASC/DESC)

Sorted on Last Name ASC

E-Form Student ID	Last Name	First Name	District	School	Grade	Teacher LName	View Complete Record
1	Student information						<a href="#">677</a>
1							<a href="#">674</a>
1							<a href="#">670</a>
1							<a href="#">676</a>
1							<a href="#">680</a>
1							<a href="#">675</a>
1							<a href="#">678</a>
1							<a href="#">678</a>

[Home](#)

[Rosters \(New!\)](#)

[Logout](#)

5. Ensure all fields are completed correctly for each student

**Note: PLEASE READ THE INSTRUCTIONS. Fields marked with \*\* are mandatory.**

<b>STUDENT NAME:</b>		
Last Name:	First Name:	Middle Name:
<b>STATUS</b>		
Will this student's alternate portfolio be scored this year?		Yes <input type="radio"/> No <input type="radio"/>
<b>GRADE</b>		
Please select the Grade:		-Select one-
<b>STUDENT INFORMATION:</b>		
Please enter the STI Student ID:		
Birth Date:	eg- 3/5/1985	
A-1 School Code:		
Gender:		
Ethnicity:		
<b>STUDENT PARTICIPATION STATUS:</b>		
Where was this student enrolled on the first day of the testing window? Please select from the below choices.		
<input type="radio"/> This School <input type="radio"/> Another School in this district <input type="radio"/> A Kentucky Public School outside this district <input type="radio"/> Not in a Kentucky public school		
<b>STUDENT ACADEMIC YEAR STATUS:</b>		
In which of these has this student been enrolled for a full academic year? Please select from the below choices.		
<input type="radio"/> This School <input type="radio"/> Another School in this district <input type="radio"/> A Kentucky Public School outside this district <input type="radio"/> Other ( Provide Explanation in the Student Roster)		

What is the reason? Please select from the	
Medical Exemption requested include signed Medical Exemption form)	
Other (Please provide explanation in Student Roster)	
Migrant	<input type="radio"/> Yes <input type="radio"/> No
Ability	<input type="radio"/> Yes <input type="radio"/> No
School, does program? OR if the P THIS	<input type="radio"/> Yes <input type="radio"/> No
Proficient test?	<input type="radio"/> Yes <input type="radio"/> No
In the last two	<input type="radio"/> Yes <input type="radio"/> No
School	<input type="radio"/> Yes <input type="radio"/> No

b) a 504 plan? <input type="checkbox"/> Yes	
free/reduced lunch program? by authorized personnel at the conclusion of	
sted three credits in a sequence of wing career clusters is he/she enrolled?	
<input type="radio"/> Human Services <input type="radio"/> Information Technology <input type="radio"/> Manufacturing <input type="radio"/> Science and Mathematics <input type="radio"/> Health Science <input type="radio"/> Transportation	
9b. If 9a is not marked, is this student enrolled in a career/technical course this year?	
<input type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Submit"/>	

9c. If YES, mark all that apply	
<input type="checkbox"/> Before the school day	<input type="checkbox"/> During the school day
<input type="checkbox"/> After the school day	<input type="checkbox"/> Intersession
<input type="checkbox"/> Summer School	
<b>DISABILITY STATUS</b>	
6a. Does this student have on file? a) an IEP? <input checked="" type="checkbox"/> Yes	

### Instructions for completing Student Demographic Information

Student's Name	Enter the student's last/first name and middle initial
Status	Check if the portfolio will be scored this current school year
Grade	Select the student's grade
Student Information	Enter the STI Student ID#  Enter date of birth  Enter gender  Enter ethnicity
Participation Status	Indicate when the student was enrolled on the first day of school
Academic Year Status	Indicate where the student was enrolled for a full academic year (any 100 instructional days)
District/School Information	Select the district and school code where the student is currently enrolled
A-1 School	If the student is accountable to another school or district, select the student's A-1 accountable school
Disability Status	Indicate if the student has an IEP or 504 on file  Indicate if the student has an eligibility form for participation in alternate assessment on file  Select status of free and reduced lunch
Submit	Follow the onscreen directions
Print District Roster (when needed)	Please do not send any KAP district Rosters to KDE, KAP, or CTB. The information will be retrieved electronically as needed.